

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 3, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Tobian, HR Specialist; Chief Deputy Scott Smith; Kimberly Nass, Corporation Counsel; Rebecca Bell, Human Services and Health Director; Monica Hooper, Division Manager Fiscal Support Services; Brian Field, Highway Commissioner; Russell Kottke, County Board Chair; Donna Maly, County Board Supervisor; Kyle Gulya, County Labor Attorney; Edward Reed, Consultant.

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Frohling to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Greshay. Motion carried.

Marsik asked if anyone present had any public comments. None

Motion by Schmidt to approve the regular session minutes of the September 19, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Hinze stated that a former Highway Department employee contacted the Highway Commissioner to express interest in returning to the Department. Hinze stated that this employee resigned approximately six (6) weeks ago. Hinze requested consideration to reinstate some of the 96 hours of sick accrual that was forfeited upon resignation, emphasizing that the individual did not make this request but rather a request from the Highway Department. Field stated that he was a good employee and would like to have him back.

Motion by Greshay to approve restoration of 48.0 hours of sick accrual upon hire and by doing so does not establish a practice or precedent. Second by Frohling. Motion carried.

Hinze presented recommended changes to Policy# 111 - Hours of Work for the Highway Department.

Motion by Schmidt to approve revised Policy# 111 - Hours of Work as presented. Second by Duchac. Motion carried.

Hinze presented recommended changes to Policy# 119 and 119.2 - Overtime Hours and Compensatory Time for the Highway Department.

Motion by Schmidt to approve revised Policy# 119 and 119.2 - Overtime Hours and Compensatory Time as presented with the condition that Kronos is programmable for the Compensatory Time. Second by Duchac. Motion carried.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Economic Support Specialist	Human Services
One (1) Human Services Supervisor Aging, Nutrition and Transportation	Human Services
One (1) Chief Deputy	Sheriff
One (1) Correctional Officer	Sheriff
One (1) Disability Benefit Specialist	Human Services
One (1) Economic Support Aide	Human Services
One (1) Economic Support Specialist – Bilingual	Human Services
One (1) Operations Captain	Sheriff

Motion by Frohling to approve the Personnel Requisitions. Second by Schmidt. Motion carried.

Mindemann explained that an employee of Physical Facilities requested an extension of an unpaid Medical Leave of Absence from 10/02/2017-11/30/2017 on a reduced schedule of four (4) hours per day. Mindemann explained there is sufficient medical documentation.

Motion by Schmidt to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Mindemann explained that an employee of the Sheriff's Office requested a Medical Leave of Absence for themselves 09/10/2017-11/01/2017. Mindemann explained that the employee is not eligible for State and Federal FMLA due to length of employment and noted that there is sufficient medical documentation.

Motion by Frohling to approve the leave of absence as presented and by doing so does not establish a practice or precedent. Second by Duchac. Motion carried.

Hinze presented a draft resolution for the 2018 Dodge County Compensation Plan Adjustments for County Board consideration on October 17, 2017. Hinze provided exhibits of the current plan structure and the proposed plan structure. Hinze stated there were no questions from County Board Supervisors regarding the memo distributed at the September County Board Meeting and announced that she will give a presentation at the October County Board Meeting.

Motion by Schmidt to approve the resolution for the 2018 Dodge County Compensation Plan Adjustments as presented. Second by Duchac. Motion carried. All members present signed the resolution.

Hinze notified the Committee that the Dental Insurance Rates for 2018 are not changing and recommended maintaining the current rates.

Motion by Frohling to maintain the current Dental Insurance Rates for 2018. Second by Duchac. Motion carried.

Closed Session:

Motion by Frohling, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(f) and (g) of the Wisconsin Statutes. It was the consensus of the Committee to allow Supervisor Maly, Chairman Kottke, and Reed to attend the closed session meeting. Motion carried by unanimous vote of all members present at 9:28 a.m.

Open Session:

Motion by Greshay, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:45 a.m.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. RECLASSIFICATION – UNION – Scott A. Petrack, Deputy Sheriff Patrol, Sheriff, \$31.25, SSU04, ST06, 10/01/2017. APPOINTED OFFICIAL - None. NEW HIRE – Jonathan R. VandeBerg, Mechanic, Highway, \$23.31, DC06, ST05, 10/09/2017; Tina M. Wilson, Economic Support Specialist I, Human Services, \$16.99, DC04, ST01, 09/25/2017; John C. Pettersen Jr., Correctional Officer, Sheriff, \$18.96, DC05, ST01, 10/02/2017. LIMITED TERM/SEASONAL NEW HIRE - None. LIMITED TERM/SEASONAL RE-HIRE - None. LIMITED TERM/SEASONAL RE-HIRE – None. RECLASSIFICATION – Wendy K. Gubin, Human Resources Assistant, Human Resources – Clearview, \$18.96, DC05, ST01, 09/25/2017; Melissa J. Evans, Social Worker II LTS/APS, Human Services, \$22.89, DC07, ST01, 08/11/2017. STEP INCREASE – Cayla E. Her, Victim Witness Coordinator, District Attorney, \$23.31, DC06, ST05, 08/09/2017; Phyllis A. Roberts, Legal Assistant Juvenile Felonies, District Attorney, \$20.39, DC04, ST08B, 09/01/2017; Megan M. Terbeest, Social Worker I CPS Ongoing, Human Services, \$21.52, DC06, ST02, 09/01/2017; Carole M. Baker, Correctional Officer, Sheriff, \$26.00, DC05, ST14B, 09/02/2017; Tammy C. Gebhardt, Communications Officer, Sheriff, \$24.64, DC05, ST12A, 09/25/2017; Michele A. Pieper, Jail Sergeant, Sheriff, \$28.76, DC08, ST07A, 09/15/2017; Aimee S. Pitzlin, Correctional Officer, Sheriff, \$20.58, DC05, ST04, 09/30/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

- a) Summary of Employee Resignations/Retirements: Hinze presented a summary of recent employee resignations.
- b) Hinze stated she did not receive any questions regarding the Compensation Plan Memo to the County Board and that a presentation will be given at the October meeting.
- c) Hinze notified the Committee that the Human Resources 2018 Budget underwent the mini budget presentation to the Finance Committee and noted that the overall Human Resources Department would increase by 1.2% with a majority of the increase attributed to wages and

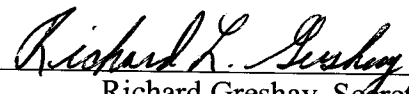
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benefits. Mielke stated that they would like to pick up discussion with the health insurance consortium early in 2018. Hinze added there will be a request to carryover funds for M3 consultant costs, if assistance is needed.

Future Agenda Items: Highway Compensatory Time, Elected Official salary recommendations

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **Tuesday, October 17, 2017 at 9:00 a.m.** and **Tuesday, November 7, 2017 at 9:00 a.m.** which will be held in room 4C of the Administrative Building.

Meeting adjourned by order of the Chairperson at 12:00 p.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, October 3, 2017 in meeting room 4C, located on the fourth floor of the Administration Building.

MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt


MEMBERS EXCUSED: None

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Kyle Gulya, County Labor Attorney; Russell Kottke, County Board Chair; Donna Maly, County Board Supervisor; Edward Reed, Consultant

Motion by Frohling, second by Schmidt to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session for the purpose of conducting public business for, considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations and for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. The meeting is closed pursuant to Section 19.85(1)(f) and (g) of the Wisconsin Statutes. It was the consensus of the Committee to allow Supervisor Maly, Chairman Kottke, and Reed to attend the closed session meeting. Motion carried by unanimous vote of all members present at 9:28 a.m.

There was discussion regarding the performance of an employee.

Motion by Greshay, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 11:45 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

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